



NextLevel
TRAILS



Potential Applicant Workshop

December 12, 2018

Fort Harrison State Park Inn

Next Level Trails will invest \$90 million – the largest infusion of state trail funding in Indiana history – toward the development of regionally and locally significant trails throughout Indiana.

Next Level Trails will be administered by DNR in conjunction with INDOT



“By linking communities, we will make a serious investment in connectivity and quality of life. Next Level Trails’ strong focus on partnerships will drive collaboration among neighboring cities, towns and counties, as well as fill gaps among existing trails to create a larger network for more Hoosiers to enjoy the great outdoors.”

-Gov. Eric Holcomb





Grant Program Overview

\$90 Million: Two Paths

Regionally Significant Projects

- \$70 million in available funds
- \$250,000 minimum grant request
- \$5 million maximum per applicant

Locally Significant Projects

- \$20 million in available funds
- \$200,000 minimum grant request
- \$2 million maximum per applicant



Grant Rounds

- Next Level Trails funds will be awarded in rounds until all funds have been allocated.
- Projects deemed eligible that are not awarded will be considered for future rounds.
 - Applicants may choose to submit an improved or amended application.



Initial NLT Grant Round

Current round will award *up to* \$25 million:

- *Up to* \$20 million in regionally significant projects
- *Up to* \$5 million in locally significant projects

Applications for the initial round of NLT grant funding will be accepted from Jan. 1– Feb. 15, 2019.



Next Level Trails Initial Round Timeline

**Governor Holcomb Launched
Next Level Trails Program**

Dec. 6

Dec. and Jan.

Jan. 1-Feb. 15

Feb.-March

April-May

Applications Accepted

- Round 1 applications are due by Feb. 15.
- Complete application packet must be submitted electronically to NextLevelTrails@dnr.in.gov

Awards Announced & Contracts

- Grant recipients announced.
- DNR will work with grant recipients to get a contract in place by summer.

Next Level Trails Workshops

- Dec. 12, Fort Harrison State Park Inn (Indianapolis)
- Dec. 19, Potato Creek State Park (North Liberty)
- Jan. 9, Falls of the Ohio State Park (Clarksville)

Applicant Review & Ranking

- DNR staff reviews each application packet's materials for eligibility & due diligence.
- NLT committee evaluates and ranks projects.

Round 1: Up to \$20 Million in Regionally Significant and \$5 Million in Locally Significant Projects Awarded

Eligibility

Eligible Applicants: Local units of government or 501(c)(3) non-profits

- \$5 million maximum total grant request per applicant

Eligible Projects: All non-motorized trail types eligible, consideration given to multi-use.

- All surface types eligible. Surface should meet contextual needs.
- Must be open to the public

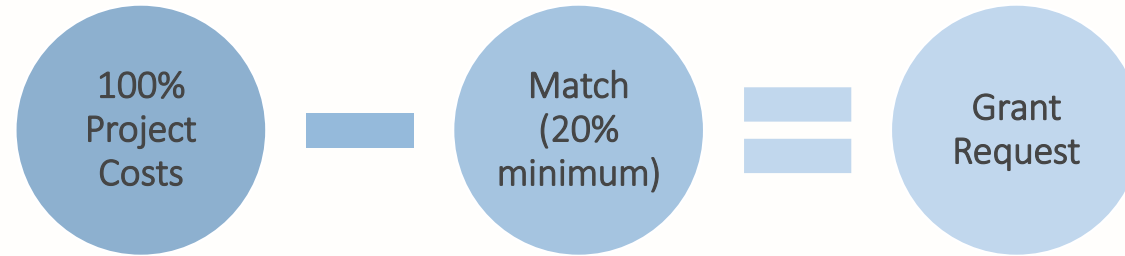
Eligible Costs:

- Trail construction (including upgrading surface type)
- Land acquisition
- Design & engineering
- Basic trail amenities

*Eligible costs must occur within contract period.



Match Requirement



All grant requests require a minimum of 20% match.

Eligible match includes:

- Monetary contributions
- Land value
- In-kind donations of materials and labor

Consideration given to projects exceeding 20% match.



Funds Awarded Upfront

Grant recipients will be awarded funds upfront based on project-specific milestones. Examples:

- Design and engineering
- Land acquisition
- Construction

Recipients will sign a contract with DNR; projects to be completed within 4 years.



Project Selection Process

Applications will be reviewed by DNR staff for eligibility and completeness.

Applications will then be evaluated by a review committee staffed by multiple state agencies based on how closely they meet the following program objectives:



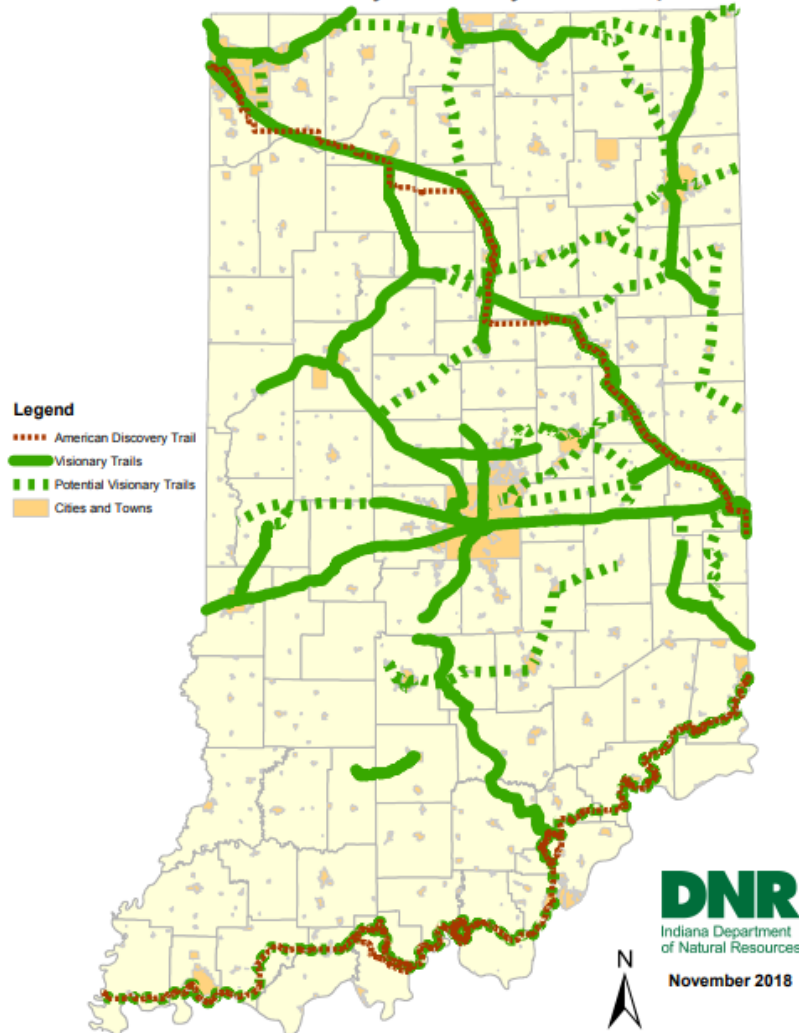
Project Evaluation: Preferences

- Projects that further the completion of the State Visionary Trail System
- Projects that connect schools, parks, neighborhoods, commercial centers, or local attractions
- Projects that connect multiple cities, towns, or counties
- Projects that connect or extend existing trails
- Projects that are a part of an existing regional or comprehensive plan
- Projects that maximize partnerships*
- Projects on an accelerated timeline

*Partners contribute significant financial or other valuable resources



2016 Visionary Trails System Map



Preference for Regional Projects

Preference given to projects that further the completion of the State Visionary System.



Preference for Local Projects

Preference given to projects that connect schools, parks, neighborhoods, commercial centers or local attractions.

- based on the number, significance, and quality of connections



Preferences for All Projects

Preference given to projects that maximize **partnerships**.

- based on the number of partners providing substantial financial or other valuable resources

Preference given to projects on an **accelerated timeline**.

- based on realistic completion date, 4-year maximum



Preferences for All Projects

Preference given to projects that connect multiple cities, towns, or counties.

- based on the number, significance, and quality of connections

Preference given to projects that connect or extend existing trails.

- especially those that close gaps or make critical connections

Preference given to projects that are part of an existing regional or comprehensive plan.

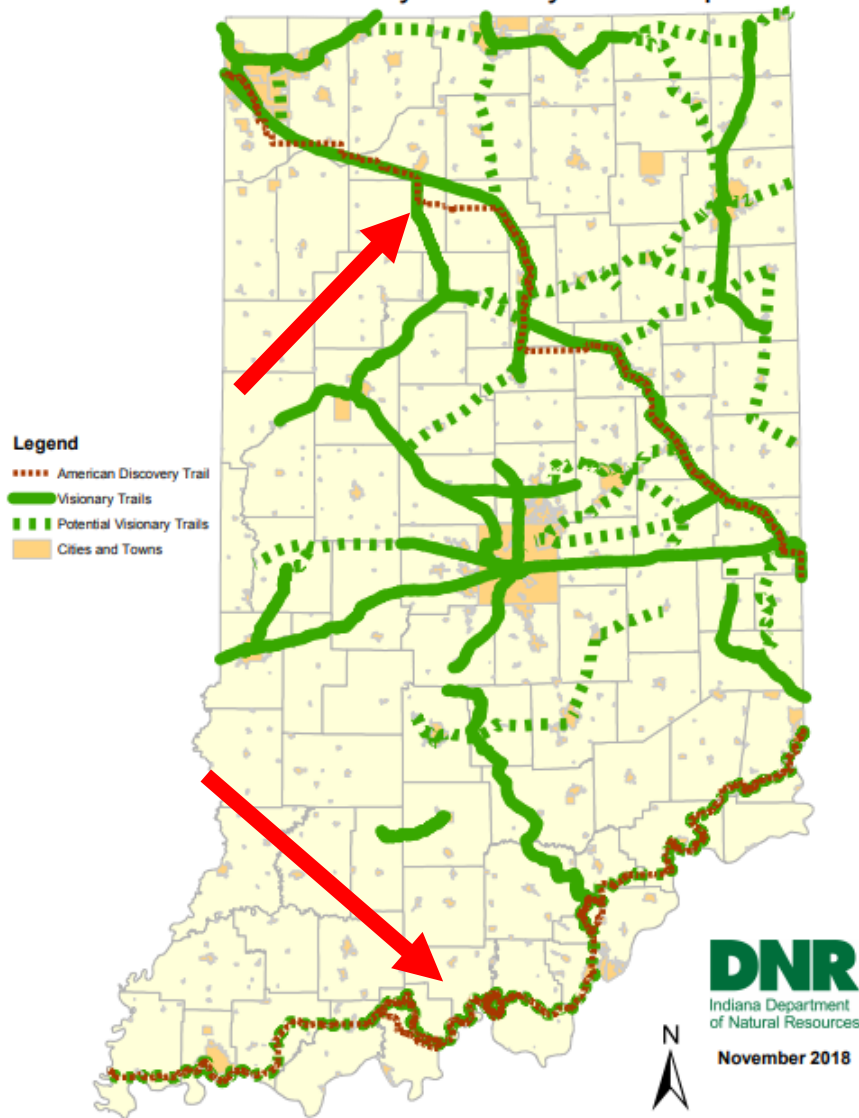


Project Evaluation: Considerations

- Projects that are part of national or multi-state trail system
- Projects in counties considered deficient in trail miles per capita
- Projects offered in collaboration with another NLT applicant
- Projects that exceed 20% match
- Projects that provide access to a population not currently within a 5-mile radius of a trail
- Statewide distribution of NLT funds
- Projects that develop the most miles of trail and accommodate multiple types of trail uses



2016 Visionary Trails System Map



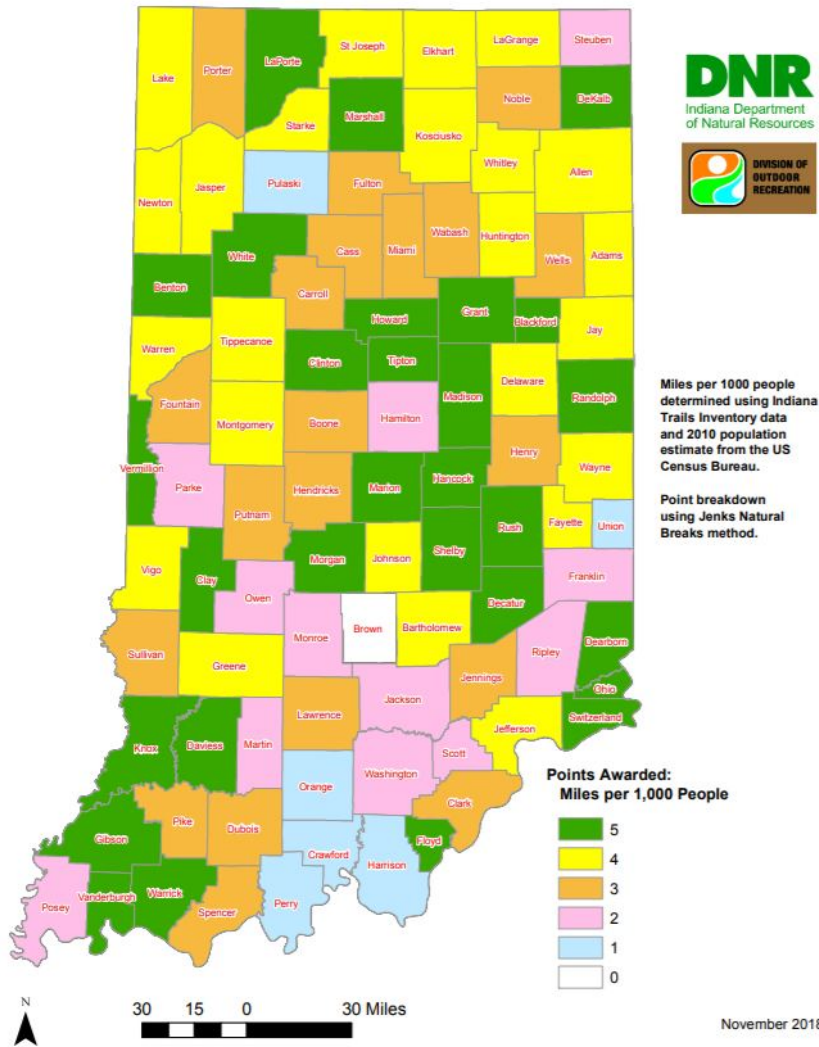
Consideration for Regional Projects

Consideration given to projects that are part of a national or multi-state trail system.

-Example: American Discovery Trail (national trail system)



Indiana Trail Miles Per Capita



Consideration for Local Projects

Consideration given to projects in counties considered deficient in trail miles per capita.

- based on Indiana Trails Inventory and U.S. Census data



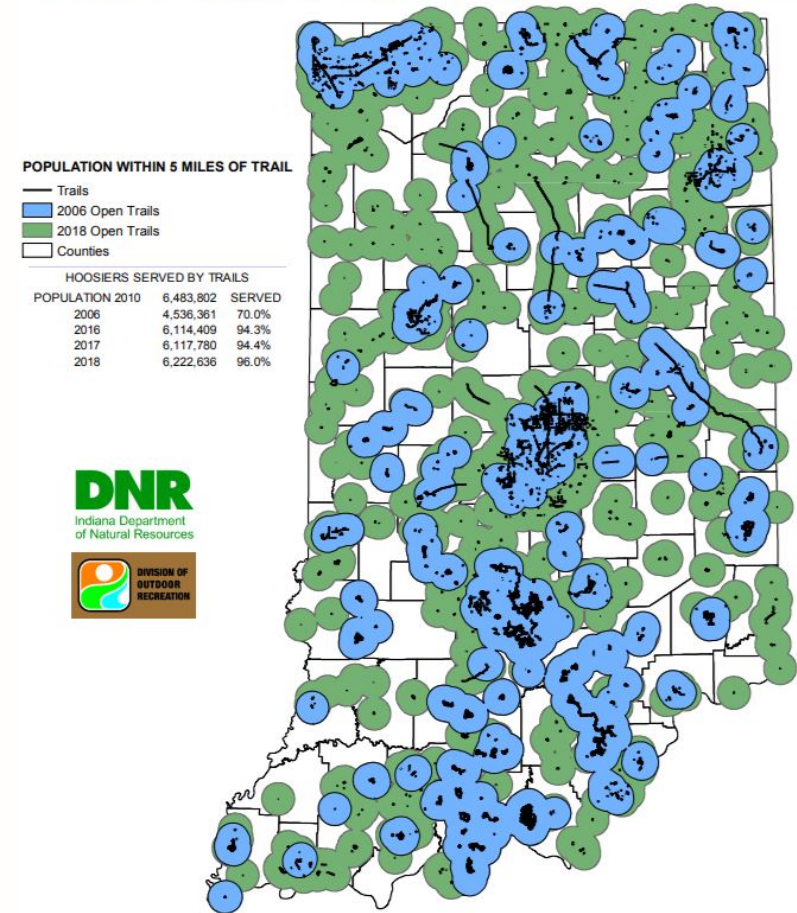
Considerations for All Projects

Consideration given to projects that provide access to a population not currently within a 5-mile radius of a trail

- based on Indiana Trails Inventory and U.S. Census data

Consideration given to statewide distribution of funds

Indiana Population Within a 5-mile Radius of a Trail



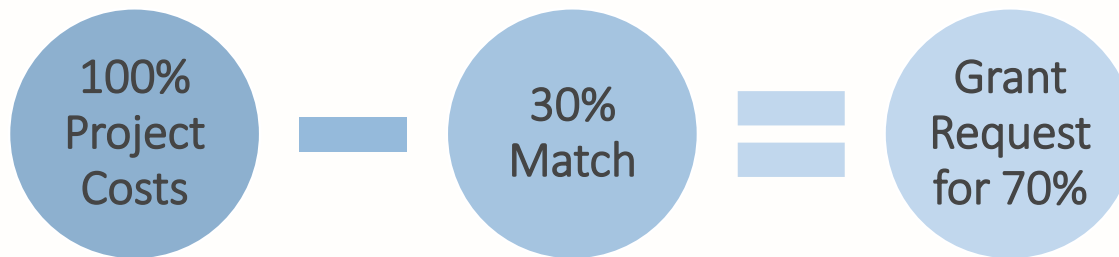
Considerations for All Projects

Consideration given to projects offered in collaboration with another Next Level Trails applicant.

- *Project must be submitted as one of two or more directly connecting NLT proposals*

Consideration given to projects that exceed the minimum 20% match.

- Example:



Considerations for All Projects

Consideration given to projects that develop the most miles of trail.

Consideration given to projects that accommodate multiple types of trail uses.



Project Timeline

Applications Accepted

Applications Reviewed & Ranked

Awardees Announced

Contract Signed with DNR

Funds Provided Upfront based on Milestones

Trail Project Complete

← 4 years →

All grant recipients will have 4 years to complete their project. Preference to projects on an accelerated timeline.

Project milestones will be specific to each awarded project.

Examples (where applicable):


- Design & Engineering
- Land Acquisition
- Trail Development





How To Apply

1. Application Form

 **APPLICATION FOR NEXT LEVEL TRAILS GRANT**
State Form 56616 (01 - 12-18)
DEPARTMENT OF NATURAL RESOURCES

APPLICANT INFORMATION		
Name of organization City of Hoosierburg	Type of organization <input checked="" type="checkbox"/> Unit of Government <input type="checkbox"/> Non-Profit	
Address of organization (number and street, city, state, and ZIP code) 1234 Indiana St., Hoosierburg, IN 46000		
Name of primary contact person Jane Doe	Title of primary contact person City Planner	
Telephone number (812) 555-5555	E-mail address jdoe@hoosierburg.in.gov	

PROJECT INFORMATION		
Name of project Hoosierburg Trail - Hoosier County Greenway Connector	Significance <input type="checkbox"/> Local <input checked="" type="checkbox"/> Regional	
Brief description of project This project will acquire 5 acres and develop 4 miles of multi-use trail and trailhead with basic amenities. This 4-mile extension of the Hoosierburg Trail will connect with a 3-mile extension of the Hoosier County Greenway, which is being submitted in collaboration with Hoosier County's application.		
Project Location County (Courtless) Hoosier	Cities / towns / townships (if rural) Hoosierburg	Is this project part of an existing trail or regional plan? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Name(s) of trail(s) (if any) this project will connect to, or extend Hoosierburg Trail, Hoosier County Greenway		
Is project offered in collaboration with another Next Level Trails applicant? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		If yes, name of Collaborative applicant Hoosier County
Project Summary		
Total miles this project will develop 4	Type of trail use (check all that apply) <input checked="" type="checkbox"/> Hiking / Pedestrian <input checked="" type="checkbox"/> Bikes <input type="checkbox"/> Equestrian <input type="checkbox"/> Other	
Type of trail surface (check all that apply) <input checked="" type="checkbox"/> Pavement type: asphalt <input type="checkbox"/> ADA Compliant Crushed Stone <input type="checkbox"/> Natural <input type="checkbox"/> Other		
Land acquisition? (check one) <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Trail corridor real estate rights held by applicant (check all that apply) <input checked="" type="checkbox"/> Owned fee simple <input type="checkbox"/> Easement	Estimated completion date (month, year) October 2020

FUNDING		
Cost Estimate		
Type	Estimate	
Design and Engineering (if applicable)	\$ 50,000.00	
Land Value (if applicable)		
Fee Simple	\$ 200,000.00	
Easement		
Trail Construction	\$ 750,000.00	
Total Project Cost	\$ 1,000,000.00	
Match		
Type	Value	Name of Partner (if applicable)
3 miles of trail corridor (provided by applicant - owned fee simple)	\$ 150,000.00	
Appropriations (provided by applicant)	\$ 25,000.00	
Cash donation	\$ 20,000.00	Hoosier County Community Foundation
Donation of labor	\$ 5,000.00	Hoosierburg Trails Coalition
Total Match Value	\$ 200,000.00	
Percentage Match (Must meet program minimum of 20% match.)	20.0%	
GRANT AMOUNT REQUESTED	\$ 800,000.00	
To the best of my knowledge, information in this application is true and correct. The applicant will comply with all conditions of the program if funding is approved.		
Signature of authorized representative	Date (month, day, year) 2/1/2019	

Application Form (#56616)

Fillable PDF

Detailed instructions can be found in Application Handbook



Next Level Trail Application Packet

- Applicants should review the Next Level Trails Application Packet Checklist before submitting their application packet.
- Incomplete applications will not be viewed as eligible.
- Application Packets must be submitted electronically to NextLevelTrails@dnr.IN.gov
 - Application Packets larger than 19 MB should either reduce file size or separate into two e-mails.



2. Cost Breakdown

	COSTS	MATCH
DESIGN AND ENGINEERING		
Trail Design	\$ 40,000	
Environmental Review	\$ 5,000	
Project Management	\$ 5,000	
LAND		
3 Miles of Corridor (provided by applicant-owned fee simple)	\$ 150,000	\$ (150,000)
1 Mile of Corridor (to be acquired fee simple)	\$ 50,000	
TRAIL CONSTRUCTION		
Construction of Trail (approx. 4 miles)		
Construction Inspection	\$ 20,000	
Corridor Clearing- Donated Labor	\$ 5,000	\$ (5,000)
Grading and Drainage	\$ 75,000	
6" commercial #53 limestone base	\$ 200,000	
2.5" HMA intermediate asphalt with 1.5" HMA surfacing	\$ 400,000	
Seeding/Mulching	\$ 20,000	
Basic Trail Amenities		
Trailhead/Parking	\$ 20,000	
Bike racks (2)	\$ 2,000	
Benches (2)	\$ 2,000	
Pavement markings and signage	\$ 4,500	
Bollards	\$ 1,500	
MONETARY CONTRIBUTIONS		\$ (45,000)
TOTAL	\$ 1,000,000	\$ (200,000)
GRANT AMOUNT	\$ 800,000	

Total Project Cost, Total Match Value, and Grant Amount Requested should match the Application Form



3. Match Documentation

Funds Provided by the Applicant:

Provide a statement from a fiscal agent certifying the availability & source of funds

Land Value:

Provide an appraisal or alternative evidence of value acceptable to DNR

Monetary Contributions & Donations of Materials / Labor:

Provide a commitment letter (on letterhead) or affidavit from each partner detailing its level of commitment.



4. Project Narrative

a) Detailed Project Description

- Acreage
- Trail Amenities
- Trail Mileage
- Trail Width
- Trail Surface
- Trail Uses
- Accessibility

b) Project Timeline

- Estimated start and completion date (month, year)
- Timeline of major project milestones
- Note and document any previously completed work that affects timeline

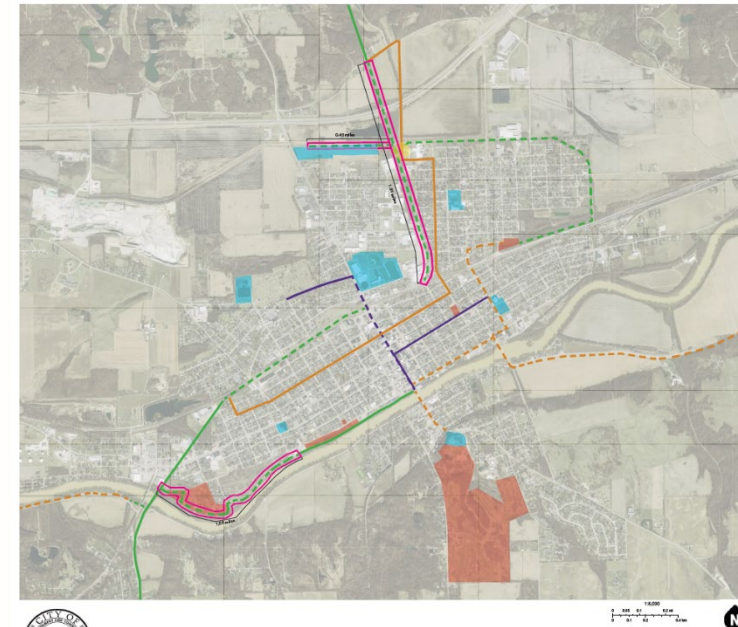


4. Project Narrative

c) Connectivity Narrative

- Cities, towns, or counties
- Existing trails
- State Visionary Trail System
- Schools, parks, neighborhoods, commercial centers, or local attractions

Show connectivity where applicable on map.




4. Project Narrative

d) Financial Partnerships

Partners provide substantial financial or other valuable resources to the NLT project.

Commitment letter needed from every partner listed on application.



FUNDING		
Cost Estimate		
Type	Estimate	
Design and Engineering (if applicable)	\$ 50,000.00	
Land Value (if applicable)		
Fee Simple	\$ 200,000.00	
Easement		
Trail Construction	\$ 750,000.00	
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Total Match Value	\$ 200,000.00	
Percentage Match (Must meet program minimum of 20% match.)	20.0%	



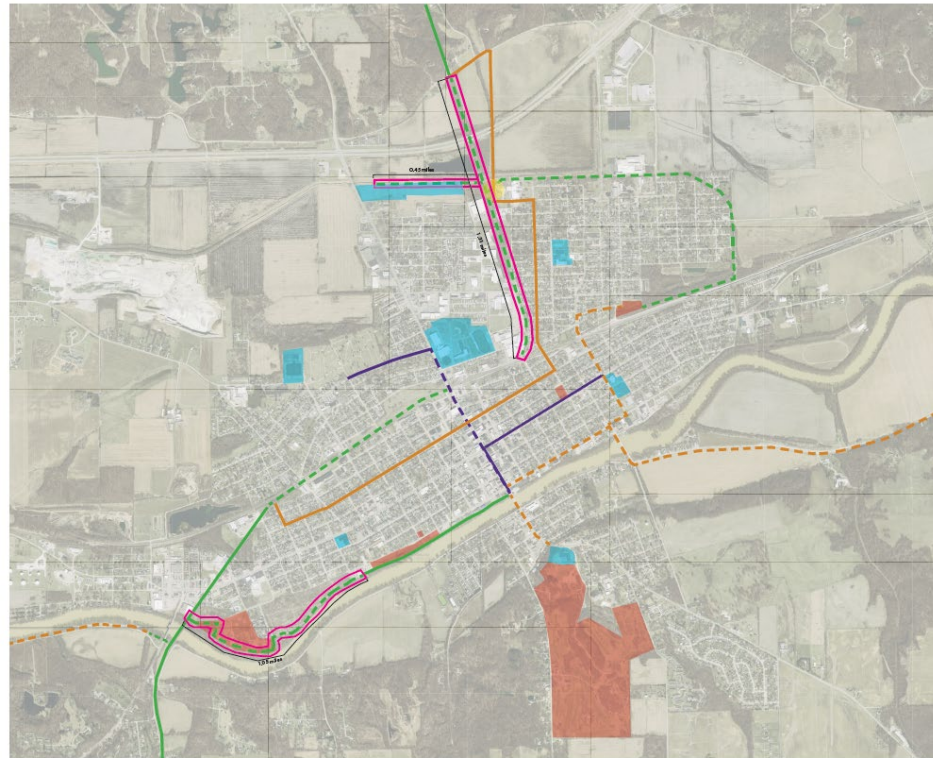
4. Project Narrative

e) Environmental and Cultural Permits & Clearances

- Describe the effect on any applicable environmental or cultural resources.
- Note any clearances or permits that might be needed.
- Submit either documentation if these have already been obtained or a copy of DNR Early Coordination Letter in application packet.
- NEPA and other federal funding requirements do not apply, but applicants must comply with all applicable state and federal laws.



5. Site / Conceptual Map



LEGEND

Park	Trail	Shared Lane	Bike Lane	Proposed Harrison Street Trailhead
School	Proposed Trail	Proposed Shared Lane	Bike Lane	2017 RTP Grant Trail Revised Alignment

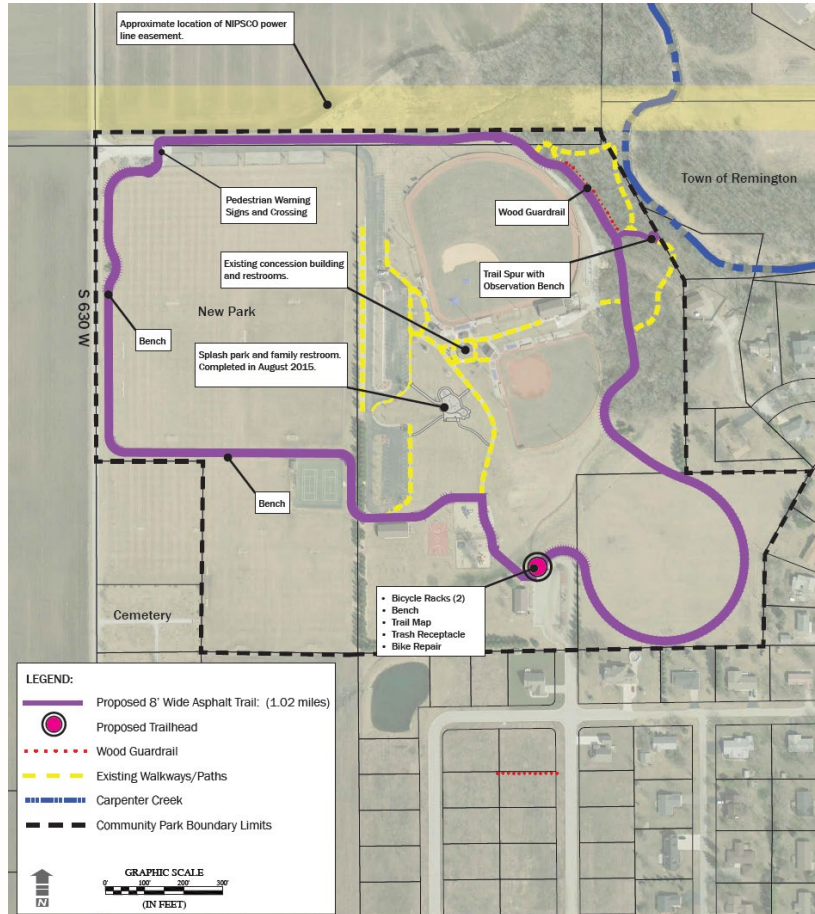
Show the trail in local context

Highlight connections:

- to other cities, towns, or counties;
- to existing trails;
- To schools, parks, neighborhoods, commercial centers, or other local attractions



Site / Conceptual Map



- Depict any existing constructed features
- Location of proposed trail amenities
- Label any potential impacts to natural and/or cultural resources
- If land acquisition: show plat of parcels to be acquired



6. Site Photographs



Photos keyed to map are especially helpful.



7. Design & Engineering Plans

If complete, provide a copy with the application

Plans will be reviewed by DNR staff prior to bidding and construction

Note that some projects may not require full design & engineering

IC 36-9-42.2-5 (7): Professional services must be performed by an entity that is prequalified by the department (INDOT).



8. Regional or Comprehensive Plan

If applicable, provide the name / date of the plan and copy of the page(s) relevant to the proposed project; if online provide link and applicable page number(s)

- Example: Hoosier Co. Planning Dept. Comprehensive Plan (Nov. 2016), pg. 84

RELEVANT PAGES ONLY, PLEASE!



9. Summary Management and Maintenance Plan

In one page or less, explain how the applicant will manage and maintain the project over the course of its useful life.



10. Jurisdictional Approval Letter and Letters of Support

Applicants must provide letters of support from the jurisdictional authority (county, city, town) relevant to the location of the proposed project.

Applicants may provide additional letters of support from key stakeholders or the community to demonstrate the breadth of community support for the project. Please limit within reason.

Letters of support do not constitute partnerships.



11. Project Contact List

Provide a list of individuals / groups that will be directly involved in the development of the project. Examples: Project manager, contract signatory, fiscal manager, etc.

- Provide basic contact information for each party.



12 & 13. Current Easements & Deeds

Provide a copy of the recorded deed, lease, or easement for each property currently controlled by the applicant and intended for development through the NLT program.

Include any existing easements pertaining to the property to be developed:

- Utilities
- Access drives





Projects with Land Acquisition

Land Acquisition

Land acquired / donated in fee simple must remain in public outdoor recreation use in perpetuity, via deed restriction.

Land acquired by easement must remain in public trail use for the term of the easement, no less than 25 years.

- Easements in perpetuity are preferred.



14. Evidence of Value

For each acquisition that will occur during the project:

- Provide an appraisal or alternative evidence of value acceptable to DNR
- Subject to review by DNR Land Acquisition staff



15. Letters of Intent

For each acquisition of real estate that will occur within the project:

Applicants must provide a letter of intent, option, or purchase agreement



Letters of Intent

Willing Seller: Applicant must at minimum provide a signed letter of intent demonstrating the seller's willingness to transfer the land to the applicant.

- If donation or bargain sale, letter should clearly state the seller's intention to donate or sell the land below market value.
- Projects with land acquisition under option or contract will be viewed favorably.



Letters of Intent

For any parcels for which the applicant cannot provide a letter of intent signed by a willing seller:

- Provide a commitment letter demonstrating the appropriate local unit of government's willingness to exercise its right of eminent domain, if necessary.

The right of eminent domain should only be used when all other options have been exhausted.





NextLevel
TRAILS



Other Required Items

16 & 17. W-9 and Direct Deposit Form

Grant recipients are viewed as “vendors” within the State accounting system.

In order to be eligible to receive grant funding, applicants must submit a:

- W-9
- Direct Deposit Form

These forms will NOT be a part of the application packet, but will instead must be submitted to DNRVendorForms@dnr.IN.gov before round deadline.



18. State Bidder Registration Documentation

All grant recipients will need to electronically sign a contract with the DNR.

Registering as a “bidder” with the Indiana Department of Administration (IDOA) is required to electronically sign the contract.

Registering and/or updating a IDOA “bidder” profile can be done online at: <https://www.in.gov/idoa/2464.htm>.

A screenshot of your bidder profile showing your bidder ID will suffice as adequate documentation for the application packet.



19. 501(c)(3) Non-Profit Organizations Only

To be considered an eligible applicant for Next Level Trails, 501(c)(3) non-profit organizations must show proof of their non-profit status.

An IRS Letter of Determination is the simplest way to prove non-profit status.

A copy of this or other sufficient documentation should be included in the application packet.



19. 501(c)(3) Non-Profit Organizations Only

Additionally, all non-profits must be registered with the Indiana Secretary of State Office to be eligible for NLT.

Please note, any non-profits receiving a NLT grant, which is considered government financial assistance, will need to submit an Entity Annual Report (Form E1) to the Indiana State Board of Accounts annually for oversight.





General Questions